

USAAC Routing and Transmittal Sheet

Tasking #:	Originator, POC, Phone #: Bryan A. Payne, (502) 626-0027	Date: 13 July 2006
Subject: Annual Information Assurance (IA) Awareness Training		Suspense Date: 18 August 2006

Action Requested:	Signature <u>Initials</u>	Date	Approval	Line Thru <u>Comments</u>	Info Only	Coord on Form 30 <u>Admin Review (must)</u>
1. CG						OCG
2. XO						ASGS
3. CSM						Div QC
4. DCG/CoS						
5. DCS						
6. SGS						

Purpose, Summary, Recommendation, Coordination.

Purpose: All US Army Accessions Command personnel and subordinate commands, to include military, civilian, and contractors, must complete annual Information Assurance Awareness Training.

Summary: US Army Regulation 25-2, section 4-3, mandates all personnel with access to government computers to complete Information Assurance (IA) Awareness Training annually. Users will be notified by e-mail that they are required to review the training materials. They will also be notified by a separate e-mail to take the required test. Once a user clicks on the link provided by USAAC University, they will be taken directly to the LMS portal. All required training is located on the left hand side of the portal page and can be identified by "In Progress Training". Click on the **GREEN ARROW** to start required training. All users must receive 80% or higher on the test to complete the requirement. Upon completion of the test, users will be notified if he/she has passed or failed the test. If a user fails he/she must return to the LMS homepage and select retest.

If a user does not receive an e-mail from LMS or have an LMS account he/she must complete the on-line Computer User Security Training (IA Awareness Training) located at https://ia.gordan.army.mil/ia_courses.htm. Upon completion of the course, users must register for and successfully complete the course exam. Instructions are provided on the website. When registering for the examination, all personnel who **"DO NOT"** receive an email from LMS, will enter informationassurance@usaac.army.mil as their alternate e-mail address. This will serve as a record that training was completed.

It is the responsibility of all Information Assurance Managers (IAM) and Information Assurance Security Officers (IASO) to ensure that all users within their area of responsibility have completed the required annual IA refresher training, and must maintain a copy of the users AUP on file. When all users within the subordinate command or staff section have completed the training, a consolidated compliance .xls report must be submitted to the USAAC Information Assurance POC.

Recommendation: All Accessions and subordinate command personnel must complete the on-line training, on-line test, and sign an AUP NTL 18 Aug 2006.

Coordination: Approval for this action is Mr. Roger Balaban

Routing	Coord	Signature / Date	Routing	Coord	Signature / Date
DCS-R			CAR		
OPS			RLM		
SPG			PER		
SO			QAO		
HIST			ISA		
IG			SJA		
Safety			Surgeon		
			ASB		